



## Community Services Block Grant (CSBG) Senior Services Mini Grant Program

Please complete the following Application Form, answering all questions completely and providing requested supporting documentation and attachments. Incomplete applications, including all required attachments and documentation, will not be considered.

### Applicant Information

Legal name of entity or Non-profit organization			
DBA			
Legal Address			
Mailing Address			
CEO/President		Email	
Telephone		Fax	
Point of Contact		Title	
Telephone		Email	
Website		EIN#	
What year was the organization established?			

1. What is the mission or purpose of the entity or nonprofit organization?
  
2. Where will project activities take place? Please provide specific addresses for locations(s). All activities must take place in Seminole County).
  
3. Has the entity or organization received grant funds to operate or administer Senior Programs in the past two (2) years?  
 Yes \_\_\_\_ No \_\_\_\_

If yes, please disclose the source, amount, purpose and date received of your top 5 funders in the past 2 years.

Source	Amount of Grant	Purpose	Date Received

4. What other funding sources are being pursued or requested for this program/project?

5. Indicate the name and contact information of the person completing the application:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of the Executive Director, CEO or Board Chair who verifies the information contained in the application is accurate and correct and confirms the organization's application for the CSBG Senior Services Mini Grant Program.

Executive Director, CEO or Board Chair

\_\_\_\_\_  
(Type or Print)

Executive Director, CEO or Board Chair

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

## PROJECT DESCRIPTION

Funding  
Category: \_\_\_\_\_

Amount of CSBG  
funds requested \_\_\_\_\_

1. Provide a detailed description of the program, including the identified need that the program will address; the targeted population to be served; and the geographic area to be served; (*Not to exceed 1 pages, doubled space*)
2. Provide a detailed description of the organization's history and experience in providing the services for which the funding is being requested; partnership with other organizations to provide the program and staffing plan. (not to exceed 1 page, doubled space) 15 points
3. Provide the program/project activities; frequency and dosage of the program/project activities; and a program/project timeline. ( not to exceed 2 pages, doubled space) 20 points
4. How many participants do you anticipate will participate in this project? 5 points

Children/Youth: \_\_\_\_\_  
Older  
Adults/Senior: \_\_\_\_\_

## SENIOR AND COMMUNITY IMPACT

1. What is the intended benefit of the project? (Do not exceed ½ page, doubled space.)
2. Provide at least two performance measures that will be used to evaluate the program/project effectiveness and impact. Include activities, indicators, tools and frequency of data collection. (Do not exceed ½ page.)

## APPLICATION CHECKLIST

**Instructions:** Review the following items to ensure required documents are attached to the application and the application has been thoroughly completed. Incomplete applications will be returned to the applicant.

	Attachments	
Is a completed W-9 form for the municipality or non-profit organization attached?	Yes	No
Is application signed by an Authorized Official (CEO, Board Chair) to approve application?	Yes	No
Are all application questions answered thoroughly and completely?	Yes	No
Is a copy of the non-profit's 501c3 letter attached?	Yes	No
If applicable, is a Match Contribution Worksheet Completed, documenting all volunteer and or in-kind contributions to the program/project?	Yes	No
Is the proposed Budget completed and attached, including narrative of expenses?	Yes	No
Is the entity or nonprofit most recent Financial Audit attached?	Yes	No
If applicable, are letter(s) of commitment from community partners attached?	Yes	No
Did a representative from the entity or non-profit organization attend the Pre-Application Training Workshop?	Yes	No